



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 11101.41H
Code N90 3172
01 NOV 2000

COMNAVREGSW INSTRUCTION 11101.41H

Subj: ASSIGNMENT, UTILIZATION, AND OCCUPANCY/TERMINATION OF
MILITARY FAMILY HOUSING (MFH)

Ref: (a) OPNAVINST 11101.13J
(b) CINCPACFLTINST 11101.8A
(c) CNO WASHINGTON DC R291912Z Jan 96
(d) CNO WASHINGTON DC R121508Z Jul 94
(e) CNO WASHINGTON DC R162009Z Mar 95
(f) OPNAVINST 11101.21D
(g) ASD(I) memo of 6 Apr 95
(h) CNRSW P11101.43 (series)
(i) CNO WASHINGTON DC R211412Z Jul 95

Encl: (1) Procedures for Assignment and Utilization of MFH

1. Purpose. To provide policy and issue instructions implementing the provisions of references (a) through (h). This instruction is a revision and should be reviewed in its entirety.

2. Cancellation. CNRSWINST 11101.41G

3. Scope. This instruction governs the administration of MFH controlled by Commander, Navy Region Southwest (CNRSW).

4. Authority/Responsibility. CNRSW is responsible for the administration, assignment, utilization and operation of MFH in the Southwest Region. Specific assignment and utilization procedures for MFH are set forth in enclosure (1). Occupancy regulations governing MFH are provided in reference (h), the handbook for MFH residents.

5. Policy. Based on DOD guidelines, the Chief of Naval Operations (CNO) established policy for the designation, assignment and utilization of MFH throughout the Navy in references (a) through (h). Consistent with these references, which provide the greatest opportunity for occupancy by the largest number of eligible personnel, it is the policy of CNRSW in administering MFH in the Southwest Region to:

a. Provide equal opportunity for housing personnel assigned to fleet units or to shore activities.

01 NOV 2000

b. Not discriminate because of race, color, religion, national origin, gender or disability.

c. Make assignments as quickly as possible to realize maximum benefit to MFH and to minimize costs attributable to change of occupancy. Assignments to MFH should only be made when a service member has 6 months or more remaining on the current tour of duty.

d. Establish bedroom entitlement based on family size and composition.

e. Establish proper application control date.

f. Provide the best possible information to applicants concerning quarters availability and estimated waiting times prior to, or upon arrival in, the Southwest Region.

6. Procedures. References (a) through (i) define terms and specify procedures to be followed in designation, assignment, retention, termination, and utilization of MFH. For information on the Mobile Home Park Assignment policies at Port Hueneme please refer to Construction Battalion Center Instruction 11101.18E. Enclosure (1) contains information and procedures for the administration of MFH under the management control of CNRSW.



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PROCEDURES FOR ASSIGNMENT AND UTILIZATION OF MFH

1. Adequate Public Quarters. All MFH under the management control of CNRSW has been designated by the Secretary of the Navy as adequate public quarters. Basic Allowance for Housing (BAH) is forfeited by personnel assigned to this housing.

2. Eligibility

a. Military personnel, with accompanying bona fide family members, in pay grades E-1 and above are eligible for MFH. Accompanying bona fide family members are considered to be those family members who have received dependency status approval and who will reside with the sponsor for nine consecutive months or more each year.

b. To be eligible for MFH, a married or unmarried member of the uniformed services must have a legal bona fide family member who will reside with him/her. The term "bona fide family member" is defined as the military member's:

(1) spouse;

(2) unmarried child (including a stepchild or an adopted child who is in fact a bona fide member of military member's family) who is either under 21 years of age, or is incapable of self-support because of mental or physical condition and is in fact dependent on the member for over one-half of his or her support, or is unmarried, under 23 years of age and pursuing a full-time course of education and dependent upon the member for over one-half of his or her support;

(3) parent (including a step-parent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before he or she became 21 years of age) who is in fact dependent on the member for over one-half of his or her support and actually resides in the member's household. (Title 37 USC 401).

c. When both husband and wife are members of the Uniformed Services with no other bona fide family members and are stationed or homeported at the same or adjacent military installations, the following provisions apply:

(1) Both Officer or Both Enlisted - Eligibility for assignment to public quarters rests with whichever member both spouses jointly decide. When assigned to MFH neither member is entitled to the BAH.

01 NOV 2000

(2) One Enlisted and One Officer - Assignment will be made to officer housing. When assigned to MFH, neither member is entitled to the BAH.

d. When both parties are members of the Uniformed Services, with no other bona fide family members, and are not stationed at the same or adjacent installations within the same geographic area, they are not eligible for assignment to MFH. They would become eligible for assignment upon official notification of co-location. If both members are E-6 or below and a prohibition from drawing housing allowance precludes their ability to establish and maintain a household here, they may be considered for priority assignment on a case-by-case basis. Such requests shall be submitted via either service member's Commanding Officer and must be addressed to the local housing office. Mailing addresses are provided in Appendix A.

e. Single Parent Service Member - An individual service member who is unmarried, divorced, separated or widowed, and is accompanied by bona fide family member(s) as defined in paragraphs 2.a and 2.b, is eligible for assignment to MFH. Divorced or separated members must have legal and physical custody of bona fide family member(s) for nine consecutive months or more per year. A single parent who requires a live-in childcare provider must submit a written request. Normally, such requests are approved only in cases involving service members attached to afloat commands or those with very unusual work hours that would make routinely available child care impractical or other unique circumstances. Written requests shall be submitted via the service member's Commanding Officer and must be addressed to the appropriate housing office.

f. Single Pregnant Service Member - Unmarried pregnant service members may apply and be placed on the waiting list for MFH upon certification of pregnancy, but will not be assigned prior to the birth of the child. A birth certificate and verification of bona fide family member status will be required upon birth of the child.

3. Assignment Criteria. The following guidelines as set forth in references (a) through (e) will be used in assigning personnel to public quarters:

a. Flag/General Officer Billet Quarters and Installation Command Quarters - Incumbents of specific flag and general officer billets and installation commanding officer billets will be assigned to specific quarters set aside for the incumbents of those billets per reference (a).

01 NOV 2006

b. Flag and General Officer Quarters - These quarters are designated for assignment to any Flag or General Officer. Assignments are made per reference (a) guidelines.

c. Billet Quarters - Quarters set aside for assignment to the incumbent of a specific non-flag or non-general officer billet. Per reference (b), billet quarters are designated by CNRSW. Assignments are made per reference (a) guidelines.

d. Key and Essential Personnel - Incumbents of key and essential billets designated by CNRSW per reference (b) will be assigned to quarters without regard to the waiting list.

e. Navy captains, Marine Corps colonels, and other O-6 personnel will be assigned to quarters in the following priority:

Priority 1. Commanding Officers (O-6) Afloat.

Priority 2. Commanding Officers (O-6) Shore Commands.

To ensure there is a methodology for commanding officers of shore commands to achieve housing assignment in areas with a large number of afloat commands, when a commanding officer of a shore command reaches number one on the ashore list, he/she will be given assignment priority over any afloat commanding officer who was added to the afloat list subsequent to the date the commanding officer of the shore command achieved the number one priority position on the ashore list.

Priority 3. All other O-6s. Upon receipt of orders to a commanding officer afloat or commanding officer ashore billet, the applicant will be switched to the appropriate Priority 1 or Priority 2 waiting list with original control date. The top ten percent of the waiting list will not be affected. Applicant's date will be adjusted and placed directly below the top ten percent.

4. Bedroom Entitlement

a. Personnel in pay grade O-4 and above are assigned to MFH based on pay grade, family size and composition, whichever has the larger requirement. Personnel in pay grade O-3 and below are assigned MFH based on family size and composition.

b. A sponsor may elect to be placed on a waiting list for housing with one or two bedrooms less than that for which he/she is qualified, provided such housing exists within the category of housing for which he/she is eligible and family composition is such that the lesser accommodations are acceptable. If the sponsor elects to accept lesser accommodations after the original

request for quarters, the new control date for placement on the waiting list will be the date of the most recent request. Personnel accepting assignment to smaller quarters than eligible for will not be permitted to reapply for larger quarters at a later date unless their current family composition changes and available housing inventory permits.

c. A person not qualifying as a bona fide family member, such as a foster child, will not be considered when assigning MFH assets, either in regard to overall house size or the number of bedrooms made available.

d. A bona fide family member/wife who is pregnant may be claimed as two dependents for the purpose of placement on a waiting list.

e. The number of bedrooms a service member is entitled to is based on the following concepts:

- No child will share a bedroom with the parent(s).
- No child will share a bedroom with another child.
- Married bona fide family member parents will be assigned one bedroom.

Number of Bona Fide Family
Members (Excluding Spouse)

Number of Bedrooms

None	1 or 2 depending upon location and availability of quarters*
One	2
Two	3
Three	4
Four or more	5

* One bedroom units will normally be assigned to couples with no children or other bona fide family members.

NOTE: Where a live-in child care provider has been authorized in writing by CNRSW, one additional bedroom over the number required by family size and composition may be allowed.

Bedroom Entitlement Based on Grade

<u>Grade</u>	<u>Minimum Number of Bedrooms</u>
0-6 through 0-10	4
0-4 through 0-5	3

5. Application for Quarters

a. Application for family housing may be made on local housing application or DD-1746. Applications for quarters controlled by CNRSW, should be submitted to the appropriate housing office. Mailing addresses are provided in Appendix A.

b. Applications may be submitted at any time following receipt of Permanent Change of Station (PCS) orders to the Southwest Region, or notification of change of homeport or temporary duty in excess of 180 days. A copy of orders showing detachment date and a certification of bona fide family members must accompany applications. Examples of bona fide family members certification documents are NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Page 2), a NAVCOMPT 3072, Dependency Action Status; or a DD 1172, Application for Uniformed Services Identification Card (DEERS Enrollment).

c. Unless otherwise specified below, the control date for placement on the waiting list will be the member's date of detachment from last permanent duty station. The applicant must confirm his/her advance application within 30 calendar days of reporting to the new permanent duty station to obtain the detachment date as the control date. If application for housing is not made or confirmed within 30 calendar days of reporting to the Southwest Region command, the control date will be the date the application is received or personally submitted.

d. Special Control Dates

(1) Home Port Change. Personnel attached to a fleet unit that has received official notification of change of homeport to the Southwest Region may apply for quarters. The control date for placement on the waiting list will generally be: the date the home port change certificate was prepared (or message released) providing application is made within 30 calendar days of reporting to the installation. Personnel who have been transferred and physically moved multiple times within short time frame (i.e., one year) due to Base Realignment and Closure (BRAC) may be eligible for further advancement on a waiting list. Those personnel are responsible for providing orders documenting the multiple moves. Personnel who married/acquired dependents after

01 NOV 2000

the date the message was released are not eligible to be backdated if they had no other dependents; therefore, their eligibility date will be the date of application.

(2) New Construction Ships or Aviation Squadrons. Personnel ordered to new construction ships or an aviation squadron on a permanent change of home port to CNRSW may apply for quarters at the last permanent duty station until the ship (or squadron) is placed in commission, if the period does not exceed one year. Personnel ordered to new construction ships will also be allowed to remain in quarters until the ship (or squadron) is placed in commission. Control date for establishment of waiting period of a new construction/conversion ship for crew members will be based on the date of detachment from the previous permanent duty station, if application is made within 30 calendar days of reporting to the installation. Personnel who married/acquired dependents after the date the ship (or squadron) is commissioned are not eligible to be backdated if they had no other dependents; therefore, their eligibility date will be the date of application.

(3) Unaccompanied Overseas Tour. For members returning PCS from an unaccompanied tour, or from assignment to ships operating in an area specified in reference (f), to an accompanied tour, the control date will be the date of detachment from the last accompanied PCS tour.

(4) Master Chief Petty Officer of the Fleet/Force (MCPOF), Master Chief Petty Officer of the Command (MCPOC) or Command Sergeant Major (CSM); Sergeant Major of the 3RD Marine Air Wing (3RD MAW), Sergeant Major for Commander, Air Bases Western Region (COMCABWEST), current Navy-wide Fleet/Shore Sailor of the Year. In recognition of the special position held by the MCPOF, MCPOC or CSM for major commands with 500 authorized billets or more, Sergeant Major for 3RD MAW, and Sergeant Major for COMCABWEST, and current fleet/shore sailor of the year, control dates will be established immediately below the freeze zone for enlisted MFH. This applies to San Diego only.

(5) Exceptional Family Members (EFM). There are six categories of EFM identifying the level of special care the EFM requires. Family members designated as Categories IV and V EFMs are severely handicapped and permanency in living arrangements is desirable. Control dates for initial applications for sponsors with family members in EFM Categories IV and V will be directly below the freeze zone. Personnel being assigned under EFM Category IV or V priority status are not permitted to choose a site. EFM assignments are made at the discretion of the local Housing Office to those sites where the impact is minimal on personnel currently waiting for assignment. Category VI is a

temporary designation and not considered to be more severe than Categories IV or V. Once an EFM family has been assigned to MFH, they are not automatically eligible for priority relocation when they have a change in status such as family composition or pay grade. Requests for priority relocation should be submitted in writing via the service member's command to the appropriate housing office.

(6) Personnel graduating from boot camp, or without a previous duty station, will receive their report date as the control date provided application is made within 30 days of arrival at the new duty station or within 30 days of report date.

6. Operation of Waiting Lists

a. A housing assignment list is maintained for each housing area designation and number of bedrooms (one, two, three, four, and five) as housing inventory permits.

b. The relative position of the top ten percent of personnel on each waiting list will be stabilized and not altered by placing new arrivals within the top ten percent regardless of rank/rate or duty assignment, except in the case of designated billet quarters, key and essential billets, or special priority assignments.

c. Where multiple housing sites exist an applicant may place his/her name on the waiting list for one housing area only. Applicants will be given 30 days to change the area selected. After the 30 day period, an applicant who changes his/her area selection will be given a new application control date, effective the date of change.

d. One deferral (for a period normally not to exceed one year) will be permitted for such reasons as civilian lease commitments, deployment, family not in area, or other reasons that constitute a hardship. (See paragraph 8 of this enclosure for additional information about "Selection Procedures.")

e. Housing applicants will be required to renew their application six months after the control date of application and every six months thereafter until housed. Renewal may be done in person, by telephone, by web page, or by written communication from the service member or someone in his/her immediate family. Failure to renew the application will result in cancellation. The applicant will be permitted one reinstatement without penalty after cancellation, provided the applicant contacts the Housing Office to request same within one year of cancellation date. Requests to be reinstated to a different waiting list than the

01 NOV 2000

one they were cancelled from will result in a new application control date.

f. Applicants may voluntarily request to remove their name from the waiting list; however, should they wish to reapply their control date will be the date of new application.

g. Service members are required to update their application whenever there is a change in family composition, duty station, rank, projected rotation date, home address or telephone number.

Failure to do this could result in delay of assignment to quarters.

h. The following policy for housing eligibility will apply when a change in applicant's status occurs:

(1) An O-5 selected for promotion to O-6 may be placed on the O-6 waiting list with original control date. The applicant would be placed on the Priority 3 (all other O-6s) list. Upon receipt of orders to a Commanding Officer afloat or Commanding Officer ashore billet, the applicant would be switched to the appropriate Priority 1 or Priority 2 waiting list and the application date will be adjusted to reflect the effective date of detachment from last permanent duty station. The O-6 selectee may exercise the option of remaining on the O-4/O-5 waiting list until he/she is actually promoted. (See Paragraph 3.e of this enclosure for information regarding assignment criteria for O-6 personnel.)

(2) An O-3 promoted to, or selected for promotion to O-4 becomes eligible for field grade officer quarters. The O-4 selectee may be placed on the field grade officer waiting list with his/her original application control date and assigned when he/she reaches the top of the respective waiting list.

(3) An enlisted member selected for or promoted to officer status may be placed on the officer's waiting list with the original date, if all other requirements are met. Assignment would not be made until promotion.

(4) Where the housing inventory is available and separate waiting lists exist, an E-5 promoted or receiving notification for promotion to E-6, may be placed on an E-6 and above waiting list with the original application date and assigned when he/she reaches the top of the respective waiting list, if all other requirements are met.

(5) Where housing inventory is available and separate waiting lists exist, an E-3 promoted or receiving notification for promotion to E-4 may be placed on an E-4 and above waiting

list with his/her original application date and assigned when he/she reaches the top of the respective waiting list, if all other requirements are met.

i. In all of the above situations, the top ten percent of the waiting list ("freeze zone") will remain stabilized. Applicants who would, by virtue of application date, normally fall within the ten percent will be placed directly below the top ten percent. In all cases, members must have six months duty time remaining at your current installation before an assignment to quarters is made.

j. Upon the announcement of the opening of a new housing site, eligible personnel on existing waiting lists may have the option of transferring to a newly established list and retaining their original control date (excluding NAS Lemoore). Time frames during which applicants may transfer to the new list and retain their original control date will be announced in a message to permit widest possible dissemination of the information.

7. Criteria for Relocation after Assignment

a. Where a reduction in pay grade creates ineligibility for the quarters assigned, an occupant may be reassigned appropriately. When a member is permanently reduced in pay grade below E-4, suspensions excepted, thereby changing his/her eligibility status, he/she will be permitted to retain quarters until receipt of PCS orders, unless termination is required to maintain good order and discipline.

b. Once an applicant has been assigned to the quarters of his or her choice, he/she will not be permitted to request placement on a waiting list for transfer to other government quarters unless the following circumstances exist:

(1) Upon promotion to E-6, may apply for an E-6 to E-9 site at those installations that maintain separate waiting lists, if all other requirements are met. Relocation is at member's option and member's expense.

(2) Upon promotion from enlisted to officer rank. Relocation is mandatory and would be at government expense.

(3) Upon promotion from company grade officer (W-1 - O-3) to field grade officer (O-4 - O-5). Relocation is member's option and member's expense.

(4) Upon promotion to E-4, may apply for an E-4 and above housing site if all other requirements are met. Relocation is at member's option and member's expense.

01 NOV 2000

(5) Upon change in family composition affecting size of unit for which qualified. Relocation is at member's option and member's expense.

c. All applicants meeting the eligibility requirements for relocation must complete new housing applications and submit them with a copy of orders and verification of bona fide family members. Application control date will be the date of new application. The waiting time will depend on the site for which they qualify and choose to apply. Relocation is not immediate. (Exception: Enlisted promoted to officer will be placed below the top ten percent of the appropriate waiting list.)

d. Applicants requesting reassignment of quarters will be required to pass an unannounced housekeeping inspection. Failure to pass a housekeeping inspection will result in cancellation of the reassignment application. Applicants will not be permitted to reapply unless they are requesting reassignment based on a change in family composition. However, re-application may not be made for six months following the failed housekeeping inspection.

When an applicant again requests reassignment, another housekeeping inspection will be required. If the inspection is failed, the application will be canceled and the applicant will not be permitted to reapply.

e. An applicant will normally be allowed five calendar days to relocate from one set of quarters to another.

f. Relocations at the request of a resident will be at his/her own expense (Exception: Enlisted promoted to officer will be moved at government expense). In all cases service members must have six months duty remaining at your current installation when reassigned.

8. Selection Procedures

a. When an applicant reaches the top of the waiting list for the area he/she selected, he/she will be given a choice of two units. Wherever possible, the applicant will be offered the two units at the same time. If only one unit is available, the applicant may decline that unit without penalty. However, the next unit offered must be accepted or the application will be canceled. The applicant will be given the address or addresses of the unit or units. The name and telephone number, if any, of the current resident of a home will be provided only if the current resident grants permission to do so. The applicant must contact the Housing Office within 24-hours after the offer to accept or decline. Failure to contact this office within the 24-hour period will result in cancellation of the application. There is

no guarantee the applicant will be able to see the inside of the offered units.

Regardless, the applicant will still be required to accept or decline as outlined above. Personnel will be provided with 30 days advance notice of availability of MFH in order to permit them to provide an appropriate 30-day written notice to their current landlords. The applicant would be required to occupy the military home after that 30-day period or forfeit BAH. Refusal of two units will result in cancellation of application. If member desires to reapply, new control date will be the date of new application.

b. When a new housing site opening is announced and a new waiting list is established, personnel on already existing waiting lists will have the opportunity to switch their application to the new list and retain their original control date. If they have an early enough control date to be offered initial assignment to the new site, they will be offered a choice of only one home. If they decline the home offered, they will be given the opportunity to switch back to their original waiting list without penalty where they will ultimately be offered the choice of two homes per paragraph 8.a above. The one home offered at the new site should be considered a third possible option. Only one home is offered at a newly acquired site since all homes are brand new, in excellent condition, and meet Department of Defense suitability criteria. The number of choices must be minimized in order to ensure the homes are occupied as quickly and cost effectively as possible. If the applicant prefers not to accept the home offered, but prefers to remain on the new site waiting list and be by-passed for initial assignment, he/she may do so; however, a second home at this new site would not be offered until all homes had been occupied initially and subsequently become available due to routine change of occupancy.

9. Movement of Household Goods

a. Movement of household goods within the Southwest Region at government expense will be authorized by CNRSW when PCS orders do not cover entitlement in the following situations:

(1) Upon initial assignment to MFH when moving from privately owned housing into government quarters. Any subsequent move that is at the convenience of the service member will be at the expense of the service member.

(2) When directed, in the interest of the government, to move from one public quarters unit to another.

(3) Upon termination of assignment of government quarters, when determined to be in the interest of the government.

b. If a member vacates quarters for personal convenience, reapplies and is offered quarters when he/she reaches the top of the respective waiting list, relocation back to MFH will be at the expense of the service member.

10. Storage of Household Goods. Household goods that cannot be accommodated in quarters, but fall within authorized weight allowances may be stored at government expense. All requests for nontemporary storage must be submitted in writing to the appropriate housing office. Mailing addresses are provided in Appendix A.

11. Termination of Assignment to MFH. Eligibility for MFH ceases immediately under the following circumstances:

a. When the installation ceases to be the area of the member's permanent duty station or home port.

b. When the sponsor is relieved from active duty, separated from the service, transferred to the Fleet Reserve, retired or transferred to the Temporary Disability Retired List.

c. Death of sponsor or sole bona fide family member. Reference (i) permits the housing authority to authorize family members to remain in quarters for up to 180 days after the death of the military sponsor. No rental fee will be charged for a period of 180 days. After that period rental rates equal to BAH or fair market value will be charged. Requests for extension must be submitted in writing via the former command of the deceased military sponsor. Commands may submit requests for extension on behalf of the family members. Written requests should be addressed to the appropriate housing office. Mailing addresses are provided in Appendix A.

d. When all bona fide family members leave for more than 90 consecutive days.

e. When sponsor and bona fide family members are to be away for more than 20 weeks.

f. When the bona fide family members no longer reside permanently with the member or vice versa for any reason including voluntary separation, legal divorce, legal separation or court order. (Exception: If sponsor retains legal custody of bona fide family member children and they reside with the member for nine consecutive months per year.)

g. Officers of Flag Billet, General Officer Billet, Installation Command or Billet Quarters who receive orders to duty in the same area will be required to vacate the designated quarters and will be assigned to other suitable quarters if available. The move will be at government expense. Requests for extension beyond change of command or retirement must be submitted in writing to the appropriate housing office. Request for periods beyond two weeks will not normally be considered.

h. When the sponsor, in an act of apparent abandonment and as a result of his/her own voluntary action, ceases to reside personally in quarters.

i. When the sponsor has been officially declared a deserter.

j. Unacceptable or wanton behavior of the sponsor, spouse or any bona fide family members or guests as determined by CNRSW, MFH, Navy and Installation; that is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Government. Unacceptable behavior would include serious or repeated violations of MFH rules or misconduct.

k. Unacceptable care or destruction of the housing unit assigned or related property and landscaping as determined by the proper authority (Installation Commanding Officer, Housing Officer, Assistant Chief of Staff for Support Services.)

l. When required to preserve military discipline as determined by the proper authority (Installation Commanding Officer, Housing Officer, Assistant Chief of Staff and Support Services.)

m. When a service member is removed from quarters by a temporary restraining order or other legal action, termination will normally be required within 30 days from the effective date of the order. However, termination may be delayed for up to 90 days from the effective date of the order provided there is appropriate documentation to indicate that both spouses are actively seeking reconciliation and are "actively" participating in appropriate, sanctioned counseling programs. Continuation of the assignment beyond 90 days will be determined on a case-by-case basis by the proper authority (Installation Commanding Officer, Housing Officer, Assistant Chief of Staff for Support Services.)

n. When a service member requests to voluntarily vacate. When a service member vacates quarters because he/she has purchased a home, a 30-day written notice is still required.

01 NOV 2000

o. If a service member or any bona fide family member becomes involved with gangs as gang members, or in "gang related" activities; if service member or his/her bona fide family members or guests use or sell drugs; or any violence/disturbance occurs where a weapon is present.

p. When the service member or his/her family members are found to be maintaining unregistered weapons in their quarters.

In cases involving PCS, or retirement/discharge, or voluntary move to the civilian community, a full 30-day written notice of intent to vacate is required.

12. Extensions of Occupancy in MFH

a. Upon request, extensions of occupancy may be granted to a service member for a period not to exceed 30 days after his/her detachment from the installation. In addition, requests for extension may be granted under certain circumstances as provided by reference (a). This includes extensions involving PCS orders to Duty Under Instruction away from CNRSW. Extensions will not be automatic and must be submitted in writing. Requests for extensions involving 30 days or less must be submitted to and may be approved by the local housing authority.

b. A copy of transfer orders will be required where applicable. A housekeeping inspection must be successfully completed before approval of extension.

c. Due to the critical shortage of MFH, personnel separating from military service routinely or under the Voluntary Separation Incentive (VSI) or Special Separation Benefits (SSB) programs will not be permitted to remain in quarters for extended periods. Requests for short extensions after separation due to hardship will be considered on a case-by-case basis. Due to the shortage of available housing, personnel may be authorized an extension of usually not more than 30 days from separation date. Extensions in O-6, Flag or General Officer quarters for more than 14 days will not normally be considered. For all cases where an extension has been approved, rental in an amount equivalent to BAH will be charged. Requests for extension must be submitted and approved prior to date of separation. Extension requests should be submitted as described in paragraph 12.a above.

13. Exceptions. Exceptional cases not covered in this instruction will be given individual consideration. Special requests shall be submitted via the service member's Commanding Officer and should be addressed to the appropriate housing office. Mailing addresses are provided in Appendix A.

~~01 NOV 2000~~

Requests for policy exceptions based on medical conditions must include supporting documentation from the attending physician. Requests based on financial difficulties must include a financial statement. In most cases, both may be required.

01 NOV 2000

MAILING ADDRESSES FOR CNRSW HOUSING OFFICES

Commander Navy Region Southwest
Military Family Housing
2625 LeHardy Street
San Diego, CA 92136-5182

Commander Navy Region Southwest
Military Family Housing
Naval Air Station Fallon
Bldg. 1000
Fallon, NV 89406

Commander Navy Region Southwest
Military Family Housing Code N94E
Bldg. 401
NAF El Centro
El Centro CA 92243

Commander Navy Region Southwest
Military Family Housing
1000 23rd Avenue Code 510
Pt Hueneme CA 93043

Commander Navy Region Southwest
Military Family Housing
3295 Haleakala Street
Concord CA 94519

Commander Navy Region Southwest
Military Family Housing
1833 Flagstaff Court
Seal Beach CA 90740

Commander Navy Region Southwest
Military Family Housing
Bldg. 966
NAS Lemoore CA 93246

Appendix A